

DEPARTMENT OF TRANSPORTATION
OFFICE OF BUSINESS AND ECONOMIC OPPOTUNITY
1823 14TH STREET
SACRAMENTO, CA 95811
Phone (916) 324-8395
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TTY 711



*Flex your power
Be energy efficient*

December 29, 2009

Dear OJT Consultant:

The California Department of Transportation (Department) is soliciting for On-the-Job Training/Supportive Services Program (OJT/SS) Statements of Work (SOW) to recruit, train, and employ women, minorities, and disadvantaged individuals in the Federal-Aid Highway Construction Industry and in transportation-related careers. The funding for OJT/SS projects is through the U.S. Department of Transportation, Federal Highway Administration (FHWA) for Federal Year (FY) 2010.

If you are interested in participating in the OJT/SS Program, please submit your proposal in the following format:

- One (1) original, non-bound hard copy that includes a transmittal page with contact information
- One (1) electronic copy from disc or compact disc viewable by Adobe Reader
- One (1) electronic copy from disc or compact disc in Microsoft Word or Rich Text format

The proposals must meet the guidelines established in the 2007 OJT/Supportive Service Handbook. Enclosed for your convenience are guidelines extracted from the handbook detailing the SOW requirements for OJT/SS.

The SOW may not exceed 10 pages and must include the Congressional District(s) number(s) along with the names(s) of Congressional member(s). The evaluation criteria will be based on seven key components that make up the SOW.

The components are:

1. Scope of Work (Needs Assessment)
2. Purpose Statement
3. Performance Goals and Measures
4. Performance Period
5. Monitoring and Evaluation
6. Budgeting and Financial Requirements
7. Reporting Requirements

The following SOW components are no longer required; however, items 2 and 3 should be available upon request:

1. Result-Oriented Objectives
2. Project Personnel, Resources and In-Kind Contributions
3. Partnerships

If you are interested in submitting a proposal for OJT/SS, please submit the proposal by mail to:

Department of Transportation
Office of Business and Economic Opportunity
Title VI Program
1823 14th Street
Sacramento, CA 95811
Attention: Tammy Thomas

In order to allow Department staff sufficient time to review your proposal, the SOW is due no later than *Monday, February 8, 2010, at noon*. Any late SOW or those that do not follow the regulations found in 23 Code of Federal Regulation 230.113, Subpart A, will be ranked last, regardless of their merits.

For assistance, please contact Anne Mason at (916) 324-0987, or via e-mail at anne_mason@dot.ca.gov or Nicole Butler at (916)324-0420 or via e-mail at nicole_butler@dot.ca.gov. I can be reached at (916) 324-8395 or via email at tammy_thomas@dot.ca.gov.

Sincerely,



Tammy Thomas, Manager
On-the-Job Training Program

Enclosure